Business Requirements Interview
Grants, Contracts & Loans Requirements

1. Introduction

Date: Tuesday, January 17, 2006

Location: OFM, Phone

Attendee	Position	Organization
John Toohey	Contracts Specialist, Housing Division	CTED
Cindy Trambitas	Cost Allocation, Accounting Administrative services, was in housing	CTED
Cairn Steele	Fiscal officer, Accounting	CTED
Sheila Lee-Johnson	Community Development Block Grant program	CTED
Dana McInturff	Financial Services head	CTED
John Hanson	Enterprise Architect	CTED
Sharon Novak	Project Manager, OFM	OFM
Carol Baque	Project Manager, Sierra	Sierra Systems
Kreighan McAuliffe	Project Manager, ECY	ECY
Del Hontanosas	Project Manager, CTED	CTED

2. Notes

Documentation for Housing Trust Fund was done separately because there was a need for more requirements, more detail. CTED picked one division for requirements (the toughest case), and got feedback from other divisions. Public works has complicated requirements too.

Attendees represent these programs:

- Housing – lots of grants, mostly loans.

- Local Government

Business problems identified:

- Keeping track of loans, grants and contractors

- Need a crosswalk between the legal and fiscal information – documents (promissory notes, deeds, covenants, etc.) and dollars

- Need to keep and track versions of documents

- Need help tracking assets involved in sub-grants, often over a long lifespan.

- Need to be able to find agreement by project, contract, contractor, TIN

- Need to be able to compare agreements and outcomes for quality control and performance reports

- Need to be able to see all money to contractors, by stage (awarded, obligated, spent, what's left), by budget category (4 federal categories), and within categories – line items.

Automated systems and tools in use:

- Must enter entitlement (or non-entitlement) grant data into HUD's IDIS system; can ask for reports. Assigns a project number (1 per grant) and activity numbers (many per grant). There are about 15 activity codes HUD uses for CTED. After invoices are paid, Fiscal draws money from HUD – also recorded in IDIS. IDIS is mainframe COBOL system. [note: David Foster said IDIS is in the process of being re-written, no ETA for completion]

- Quickly-built Access-based systems that track agreements and fiscal information. Each program has its own, by program index. Capital programs database is similar to block grants database. Staff enter when an application is received. Items: contractor's TIN, UBI, name, address, phone, contact, financial arrangement (GL), federal or State funding, set-asides (requirements), contract items (e.g., amount, how paid), schedules, fund sources, payment requirements, loan security (some go for 40 years), budget cost-reimbursement terms. Performance evaluation for IDIS is also put into the Access database.

- Janice's "master" database. Fails pretty often because of volume of data. After program entry, data is re-keyed here. All data entry of contracts/grants/loans is done from a face sheet. The unique contract number is recorded. The database generates a unique number of its own too, called the ASD#, which goes into contract# field in AFRS. Some staff get reports out of this database.

- Merge Word templates

- Set up project budgets in Excel and track by activity (e.g., admin, program-specific activities). Grant year budget is the total resources from HUD. Keep budget history. Allowed to move up to 10% between budget line items. Must be able to separate admin from project costs.

- "Master" Excel spreadsheet for grants. Oldest award is listed first, by program year. A grant is open until money runs out.

- Fiscal has to key both receivables and payments into AFRS. 8 people plus a manager, plus a data entry person (for AFRS) are processing requests for payments on grants and contracts. They keep spreadsheets on every contract, with all payments, all receipts, and reconcile them. There are about 30 block grant requests/week. Fiscal gets but does not track or send the HUD program and activity codes to AFRS (the program tracks these).

- Loan receivables are all on spreadsheets handled in Accounting. Loan payments go through a cashier, are recorded and deposited.

- Recipients' requests for payment, on A19s, are made to divisions; program managers approve them. Accounting has to decide if the request is for a loan or a grant. There are about 3000 loans outstanding, about 5000 when contracts are included. Not many get paid off; they stay on the books, so the number grows each year.

- The Fiscal system duplicates the Access systems in Housing. CTED is experimenting with having Fiscal have access to the Housing database. May be able to stop keeping their own spreadsheets.

Numbers:

- The application number becomes the contract number: year - program index - sequential# - alpha letter for amendment.

- Fiscal assigns a number too.

Hierarchy:

- By division, by program, by type of project, by contract# and fund within contract.

There can be other related documents to track and image. Can be attachments, e.g., promissory note or deed of trust, which could increase the amount and result in amendment.

3. Definitions

- IDIS – Integrated Disbursement Information System. HUD COBOL program, started being re-engineered January 1, no estimated completion date. CTED mostly gives data to it. Activity numbers come back from HUD.

- Non-entitlements – get money from State.

- Entitlements – get money from HUD.

- Obligated – contracted or scheduled to be contracted.

- Short term receivable – 12 months or less. Update each year. Need to know what fund was disbursed from in order to update it.